

# Cheveley Parish Council

Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG

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Chairman: Mr James Hadlow Vice-Chair: Mr Rob Treanor Clerk: Mrs Sally Hughes

## MINUTES

Cheveley Parish Council Meeting on  
**Tuesday 12<sup>th</sup> November 2024 at 7.45pm immediately following the Cheveley Pavilion and Recreation  
Ground Charity meeting**  
held at Cheveley Parish Hall, 102 High Street.

### Present:

**Parish Councillors:** James Hadlow (Chairman), Rob Treanor, Sheila Marvin, Richard Jackson, Brent Noble, Sue Willows, Sallie Thomas and Jane Gibson

**District Councillor:** James Lay

**County & District Councillor:** Alan Sharp

There were two members of the public present

- 064/24/25 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85) - None**
- 065/24/25 Declarations of Pecuniary and Non-Pecuniary Interests – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting (Standing Orders section 2 (m)). - None**
- 066/24/25 Open Forum for Public Participation (10 mins) – at the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.**  
A local resident attended the meeting to ask the council to help with a matter pertaining to the management of The Paddocks. It was agreed that Cllr Sharp would raise the matter at ECDC and advise the resident of what action, if any, could be taken. The resident left the meeting after this item.
- 067/24/25 Approval of the Minutes for the meeting held on 8<sup>th</sup> October 2024. – the minutes were signed by the Chairman as a true record. There was one amendment to the wording of item 61/24/25 (d).**
- 068/24/25 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**  
To note report from the Clerk (written) of work in progress and actions completed. - Noted
- 069/24/25 Reports from District and County Councillors (verbal)**  
Cllr Alan Sharp reported that there is a Net Zero Village funding scheme, details of which have been forwarded by the Clerk to councillors. An item will be put on the December agenda to see if there are any appropriate opportunities for the council to use this funding. The funding is being provided by the CAP Combined Authority.  
District Council – ECDC has agreed to start work on a new Local Plan. Cllr Sharp is one of the members of a working group that has been set up to progress this work. New waste services will launch in 2026 with an aim of reducing waste and encouraging recycling.  
Sanctuary Housing are actively working to bring the number of vacant properties back into serviceable use. The number of empty properties for this year has reduced from 202 to 156.  
County Council – Mill Road bridge – the legal challenge for the use of Mill Road bridge is ongoing. There will be a feasibility study on a new guided busway for the south of Cambridge  
County Council Highways has set aside £20m for capital maintenance projects. The Clerk and Cllr Hadlow will email Cllr Sharp with suggested works for the parish.  
Cllr James Lay – District Council – Cllr Lay reported that there are 4582 empty properties across five district councils according to figures from ARP Partnership. Within East Cambs there are 744

properties paying double council tax because have been empty for more than one year. Eighteen are paying 3 x council tax because they have been unoccupied for 5-10 years. The council will be actively working to help bring these properties back into use. Cllr Lay has asked for local councils to inform him of any empty properties that they are aware of so that he can cross-check with the ARP database. The above properties are a mix of private ownership and social housing.

Newmarket – all materials required to rebuild Queensbury Lodge have been agreed and signed off which means that work can start on the rebuild. Additional housing will be built behind the site when the renovation has been completed.

Rutland Arms – the scaffolding is up for remedial works only.

There will be a meeting about the decline of Newmarket market. It is controlled by West Suffolk council.

Renewal Energy – following on from the Sunnica NSIP decision, more sites are being put forward for solar and other renewal sites within Cambridgeshire. Councillors voiced concerns about the loss of viable agricultural land.

**070/24/25**

a) Planning Matters

Neighbourhood Plan – to note adoption of the Cheveley Neighbourhood Plan by East Cambs District Council – Noted.

b) Planning Outcomes

None

**071/24/25**

**Finance – payments for agreement this month:**

- (a) To agree payments for the month as per the Financial Transaction List – Agreed
- (b) To note monies received as per the Financial Transaction List - Noted
- (c) Charity Expenditure – to ratify expenditure requested at the Cheveley Pavilion and Recreation Ground Charity meeting held on 12<sup>th</sup> November 2024. – no payments to authorise
- (d) Bank reconciliation – to confirm bank reconciliation has been verified – the reconciliation has been verified by Cllr Marvin.
- (e) Draft budget – to review draft budget – the draft budget, which had been put together by the Clerk with Cllrs Jackson and Noble, was agreed with the following amendments:
  - a. Update to the description of code 4190
  - b. Update to description of code 4207
  - c. Increase budget from £1k to £2k for code 4240
- (f) To note rental increase for car park lease and submission of annual invoice – Noted.
- (g) Donation – to consider donation to the Royal British Legion. It was agreed by all councillors to round up the cost of the wreath to £150 which includes a donation of £130.

**072/24/25 Highways**

- (a) LHI bid – to review summary report from Cllr Treanor and allocate funding for LHI bid – Cllr Treanor had submitted a summary report to council for publication on the council's website. The most popular improvement (item 3) is to improve pedestrian safety/traffic calming on the stretch of road between the Red Lion pub and Ickniel Close. This proposal will be put forward to Cambs CC Highways for consideration. The council resolved to set aside £5k as the parish council's contribution towards the works, should the bid be successful. Cllr Treanor is also working on a five-year plan to incorporate other areas of concern raised by the recent survey. This information will be used to form future funding bids. The Clerk will speak with Highways about the scheme options for the above bid. It was also noted that the speed hump in Ashley Road has not yet had the markings repainted. The Clerk will chase Highways for an update.
- (b) Relocation of dog bin – to receive an update – the clerk has chased ECDC for an update but as yet, has not received one.

**073/24/25 Community/Community Groups**

**Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis for October 24. – Noted
- (b) Keyholder update – Cllr Hadlow reported that he had spoken with some existing keyholders and agreed that they have a valid need to retain their keys.

**074/24/25 Cemetery**

To consider approval for cutting the hedge and bramble vegetation at the cemetery at cost of £25 per hour, approximate time needed is seven hours. – Approved. It was also agreed to cut back the lavender.

**075/24/25 Correspondence & Admin**

- (a) Clerk's annual review - date set for 28<sup>th</sup> November 24 – Noted.
- (b) To note NJC pay review decision and apply to clerk's salary from 1<sup>st</sup> April 2024 – Noted.
- (c) To consider and respond to consultation on remote meetings and proxy voting – the council discussed the benefits and disadvantages of remote and hybrid meetings. They agreed in principle to remote meetings. They did not agree to proxy voting due to pre-determination and the risk of councillors expecting others to cast controversial votes on their behalf. The Clerk will complete and submit the online consultation on behalf of the council.

**076/24/25 Date of Next Meeting and Matters for Future Consideration**

10<sup>th</sup> December

Request to run mobile food van from council location (TBD).  
Net Zero villages funding scheme

**The meeting closed at 9.25pm**

## CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR NOVEMBER 2024

Agenda Item 083/24/25 (a)

### Direct Debits for November 2024

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support inv 4592	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband – inv M029 9A	£50.34	£41.95		
3	EE Mobile Phone	Mobile Phone inv dated 26/8	£7.38	£6.15		
4	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	0		
5	Npower	Street lighting (Sept 24)	£81.15	£77.29		
6	Npower	Street lighting (Oct 24)	£88.21	£84.01		
7	Greencloud	Hosted emails – inv 28729	£62.24	£51.87		
8	MHH	Payroll	£30.00	£25.00		
9	Multipay (Sept)	Flykiller blocks + card fee	£11.18	0		
10	SSE Energy Solutions	Parish Hall electric	£160.28	£152.65		
11	Unity Bank	Bank charges (Jun-Sep 24)	£18.00			
12	Unity Bank	Bank charges Parish Hall a/c (Jun-Aug 24)	£18.00			
13	Unity Bank	Monthly bank charge – current a/c – Sep 24	£5.40			
14	Unity Bank	Monthly bank charge – Parish Hall a/c – Sep 24	£5.40			
15	Unity Bank	Monthly bank charge – current a/c – Oct 24	£6.00			
16	Unity Bank	Monthly bank charge – Parish Hall a/c – Oct 24	£6.00			
	<b>TOTAL</b>		<b>£755.98</b>			

### BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
17	Staff Costs	Salaries and pension – Oct 24	£1649.70			
18	S Hughes	Clerk's Expenses	£39.55	0		
19	McGregor Services	Grounds Maintenance	£786.00	£655.00		
20	Royal British Legion	Wreath and donation	TBC			
21	Hippoclean	Parish Hall Windows	£80			
22	Elan City	Speed sign batteries	£191.00			
23	Exning Handyman	Fix bench	£111.50			
24	Wave (Anglian Water)	Water at cemetery	£17.56			
	<b>Total</b>		<b>£2875.31</b>			

### Agenda Item 083/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Oct 24	£385
2	Redwood Bank	Interest to 16 Oct 24	£109.73
3	Redwood Bank	Interest 16-31 Oct 24 (product switch)	£147.29
4	East Cambs DC	Pride of Place Grant	£1624
5	East Cambs DC	CIL payment	£11461.93
6	Southgates	Burial Fee (WG)	£200
	<b>TOTAL</b>		<b>£13927.95</b>